

Role Title: Family Hubs Community Engagement Co-ordinator
Salary: TBC
Location: Bradford district

About Us

Bradford has created a new Children and Families Trust, which has been commissioned by Bradford Council to deliver a wide range of services for children, families and young people on their behalf. The Trust is accountable for determining how outcomes of these services are achieved and for the day-to-day running of commissioned children's services.

This is an important opportunity to renew our approach to delivering the support that Bradford's children, young people and families in need, by renewing services and creating a new organisation. We are bringing the mindset, dynamism and energy of a start-up together with the national expertise and determination of the Trust's Board, senior leadership and our colleagues' practical experiences of providing children's services in Bradford.

As a new organisation, Bradford Children and Families Trust has established our own purpose, vision, and outcomes for what we aim to achieve.

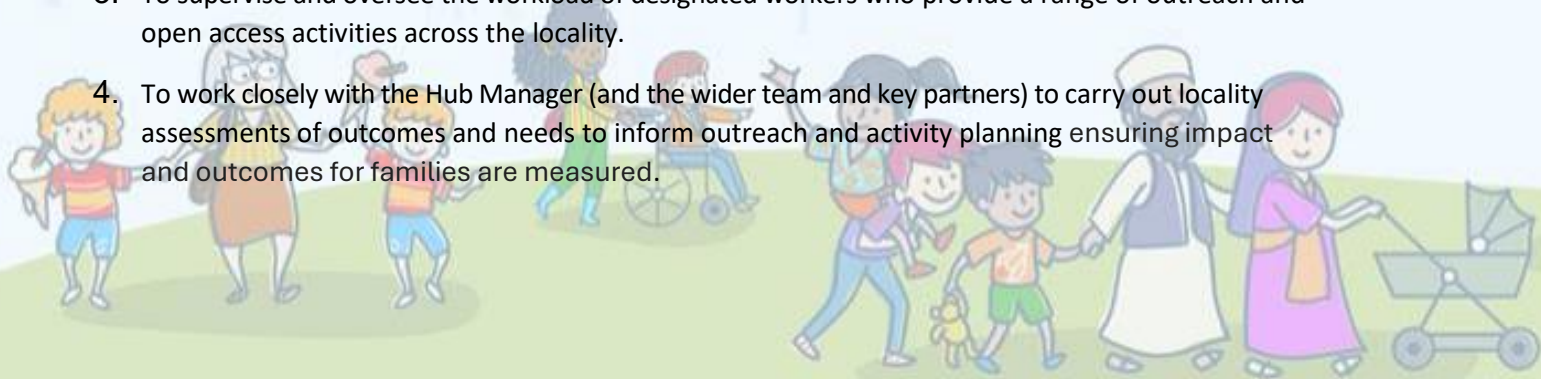
Our vision: For all children and young people in Bradford to be safe and able to realise their full potential.

Our purpose: To provide high-quality services with partners that help safeguard, support and promote the welfare of children, young people and families across the Bradford District.

We will achieve this through continuous improvements in our services and positive collaboration with our staff, our partner organisations.

Job Overview

1. To plan and quality assure outreach, groups, targeted and open access family hub activities that engage children and families across a locality.
2. Work with the hub management team to develop delivery plans that effectively engage seldom-heard and vulnerable groups, as well as families who do not typically access the Family Hub.
3. To supervise and oversee the workload of designated workers who provide a range of outreach and open access activities across the locality.
4. To work closely with the Hub Manager (and the wider team and key partners) to carry out locality assessments of outcomes and needs to inform outreach and activity planning ensuring impact and outcomes for families are measured.



Main Duties and Responsibilities

1. To provide induction, supervision and appraisal to designated team members delivering outreach and open access activities.
2. To oversee involvements and episodes of designated workers so that as many families' needs as possible are appropriately addressed at the earliest point possible.
3. To work closely with the Hub Manager and Family Support team managers so that families can be stepped up to family support (or safeguarding) when needed.
4. To engage and work in partnership with other professionals involved with children and families to deliver tailored outreach and open access activities that makes a positive difference.
5. To understand and work within legal and national planning frameworks, policies and procedures appropriate to children and families.
6. To contribute to the operational functioning of the family hub service through quality assurance activity and reporting, informal leadership, and to support colleagues within practice delivery and improvement. To include observation of practice as and when agreed.
7. To support the appropriate participation of children and families in service planning and review and to respond appropriately to when we are not engaging families as needed or intended.
8. To ensure that all involvements and episodes of support and all associated case records are up to date and maintained in accordance with local and/or national requirements.
9. In specific circumstances, and in agreement with hub manager, directly support workers in delivery of outreach and open access activities.
10. To contribute to quality and assurance reports as required.
11. To engage with professional supervision, appraisal, team and quality assurance, practice development in line with the Trusts practice model and values.
12. Participate in training, study and research projects aimed at professional and service development, supporting mentoring of junior staff
13. To comply with all policies and procedures, guidelines and codes of practice as laid down by the Trust and contributing to review as required.
14. Contribute to the support of students, apprenticeships, trainees and volunteers.
15. To be responsible for your own continuing personal and professional development and ensuring attendance at mandatory training and refreshers appropriate to their role.
16. Undertake all duties commensurate with the nature and level of the post at the designated workplace or any other agreed venue.
17. Provide staff wellbeing supervision and ensure support is in place where needed adhering to Trust policies. Manage HR issues with the consultation and guidance of HR and service manager.



About You

We are looking for applicants who can demonstrate that they meet the following requirements:

Education

NVQ 4 (or equivalent) in Health & Social Care, including knowledge regarding children's development, or equivalent child related qualification. Will consider NVQ 3 if have significant relevant experience and are willing to work towards NVQ 4.

GCSE English and Maths or equivalent.

Experience

- The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet the advanced threshold level.
- Must have recent significant experience of working with vulnerable children, young people and families in need to support sustained improvements. The experience must also have been in relation to working in a supervisory work role of students, volunteers or paid staff.
- Recent experience of community engagement activities.



Safeguarding Responsibilities

Bradford Children and Families Trust is committed to safeguarding and promoting the welfare of all children who use our services and as such expects all staff to share this commitment.

Successful applicants will be required to complete the relevant safeguarding checks. An DBS check might be requested.

We are an equal opportunities employer.

